



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 29, 2021 NOTICE OF JOB VACANCY #21-390

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 2
(Assistant Section Chief)

SALARY: \$92,957.57 to \$134,766.35

LOCATION: Division of Law
Public Records Advice & Disputes Practice Group
Public Records Advice & Disputes Section
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: The Public Records Advice & Disputes Practice Group (the "PRAD") has overall management and supervisory responsibility for the handling of public records requests filed with State agencies under the Open Public Records Act. The PRAD also provides direction, policy guidance and supervision to Deputy Attorneys General throughout the Division of Law to ensure consistent legal advice and counsel on all issues involving public record requests, including the newly enacted Daniels Law, and oversees the defense of all public records litigation filed against State agencies in Superior Court and in the Government Records Council. The Assistant Section Chief for the PRAD will work in conjunction with the Section Chief and the Assistant Attorney General for that practice group to oversee all work in this substantive area.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney-at-Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, applicants must complete a Division of Law attorney application for employment, found at www.nj.gov/oag/dol-hiring. While completing the application you will be instructed to upload supporting documents including but not limited to: a resume, cover letter indicating interest in vacancy #21-390, a copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample (unedited by others), a copy of your unofficial law school transcripts (self-prepared transcripts are not acceptable), and an Affirmative Action form. All items must be submitted together, in one package, on or before the closing date of **November 29, 2021**.

Current Division of Law employees need only submit a resume and cover letter to:

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #21-390 - Assistant Section Chief, PRAD in the subject line.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

